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ABSTRACT

The faculty handbook published in 1972 offers seven major sections of information: administrative offices, their duties and responsibilities; councils and committees; policies; benefits and services; procedures; use of university premises and facilities; and social and professional opportunities. Specific details are included on academic freedom and tenure, salary, rank and promotion, teaching loads, student records, patents and copyrights, office hours, retirement, summer employment, leaves of absence, travel, research, insurance, credit union, grading, curriculum changes, budget requests, personnel records, and absentee reporting. Appendices are included on the Charter of the University Faculty Council, the policy on academic freedom, responsibility, and tenure, tenure election policies and procedures, and the "rank-step" system. (LBH)

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The Faculty Handbook

SAM HOUSTON STATE UNIVERSITY

Huntsville, Texas

1 July 1972

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Sam Houston State University

HUNTSVILLE, TEXAS 77340

OFFICE OF THE PRESIDENT

Dear Faculty and Staff:

This edition of the Faculty Handbook was composed by a special faculty committee which included representatives from all elements of our faculty. We wish to commend their diligence in preparing this document, which provides significant information concerning the policies and procedures of this University. The Committee collated the Minutes of the Council of Deans, the University Catalogue, and the Graduate Bulletin; and conducted interviews with various officers of the University to assure that pertinent material would be included.

Of course, no Faculty Handbook can ever purport to give final answers for all problems for all time. Rules, policies, and procedures are continuously adjusted to every new need and requirement of higher education in general and to local developments in particular. During the four years since the publication of the previous Handbook, this institution has improved its status from College to University, has revised internal administrative reorganization including the elevation of the Schools to Colleges, has implemented a system of professional tenure, and has established a "Rank-Step" system of promotions.

We hope that this Handbook will be a guide to sound communication with appropriate offices.

Sincerely yours,

Elliott T. Bowers

Elliott T. Bowers
President

FOREWORD

The *Faculty Handbook* is a University publication designed to provide the faculty, and especially new instructors, guidelines concerning the policies and the procedures under which the University operates. The channels of administration and the functions of the various administrative offices and committees are described briefly in this document to indicate those sources to which a faculty member may refer for additional information and guidance. Each faculty member will be assisted by material contained in the *University Bulletin*, *Graduate Bulletin*, and *Student Affairs: A Handbook for Students*. Copies of these documents are on file in each departmental office. Each faculty member should also be alert to new policy statements which may be developed subsequent to the publication of this *Handbook* and communicated to the faculty through memorandums from appropriate administrative offices.

Sam Houston State University is an *Equal Opportunity Employer.* It follows a non-discriminating employment policy. Employment at the University is open to all qualified persons without regard to race, religion, ethnic background, or sex. Advertisement of vacancies, procedures for recruitment, and policies on employment are designed to provide maximum opportunity to minorities and to women.

SECTION I

ADMINISTRATIVE OFFICES: Their Duties and Responsibilities

1

BOARD OF REGENTS, STATE SENIOR COLLEGES

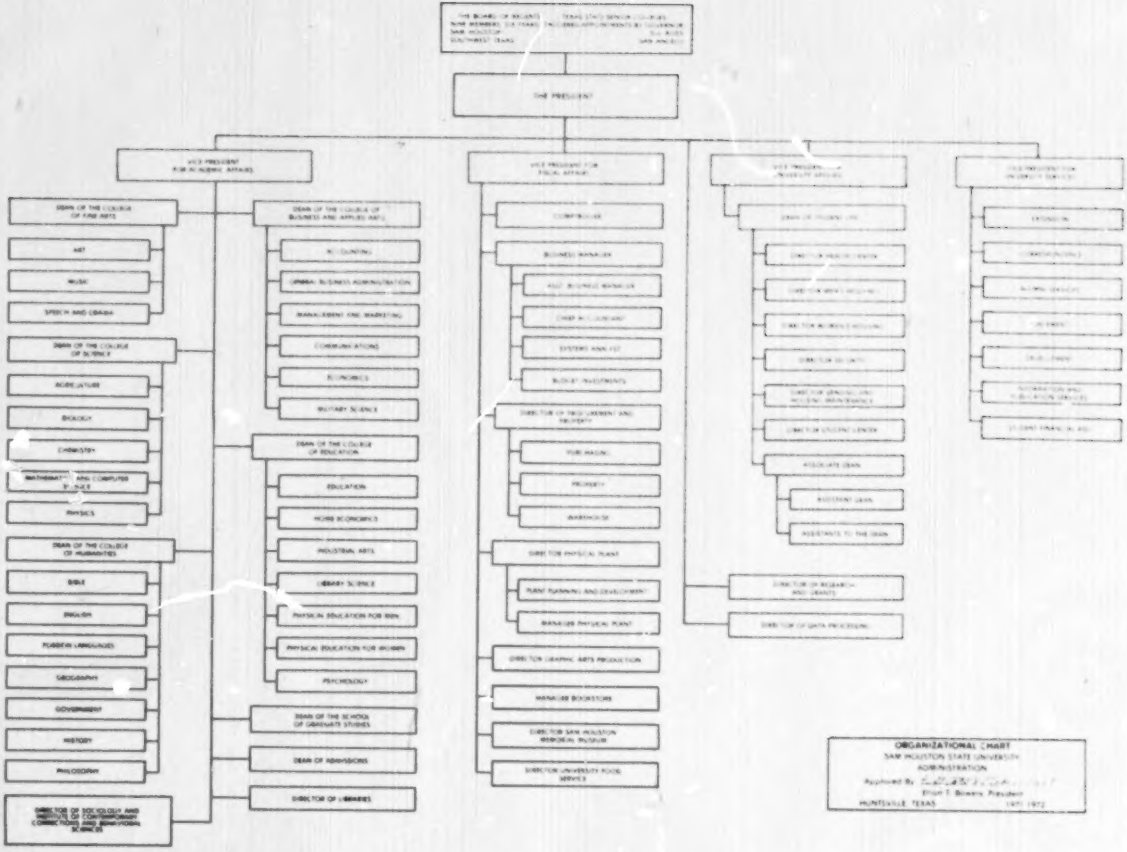
The organization, control, and management of Sam Houston State University are vested by the State of Texas in the Board of Regents, State Senior Colleges. The Board of Regents has the final authority and responsibility for the operation of the University. The Board of Regents is composed of nine members who are appointed by the governor and confirmed by the Senate of the State of Texas. Three members of the Board of Regents are appointed biennially to serve for terms of six years.

The office of the Board of Regents is in Austin, Texas, where the Executive Director of the Board also coordinates the affairs of the Board for Angelo State University, Southwest Texas State University, and Sul Ross University.

2

PRESIDENT OF THE UNIVERSITY

The President is directly answerable only to the Board of Regents, State Senior Colleges, by whom he is employed. He is charged by that Board with the responsibility of developing and maintaining efficiency and excellence within his institution. All administrative channels—academic, student, and fiscal—are ultimately responsible to the Office of the President, who must accept responsibility for all aspects of the institution's operations. He also speaks for the University in its relations with the Coordinating Board of the Texas College and University System, with members of the State Legislature and with the Governor and his staff.


THE PRESIDENT
ORGANIZATIONAL CHART
SAM HOUSTON STATE UNIVERSITY
ADMINISTRATION
Approved By
Elliott T. Bowers, President
HUNTSVILLE, TEXAS

3

Vice-President for Academic Affairs

The Vice-President for Academic Affairs heads one of the four major administrative channels of the University and is directly responsible to the President. He coordinates all academic programs—their planning, implementation, and evaluation. All academic deans, the Dean of Admissions, the Director of Libraries, and the Director of the Institute of Contemporary Corrections and the Behavioral Sciences report to the Vice-President for Academic Affairs. As Dean of Faculties, he is responsible for all matters pertaining to the recruitment, retention, and improvement of the University faculty. The Council of Deans, of which he is chairman, advises him on these and other matters relevant to his duties.

4

Vice-President for Fiscal Affairs

The Vice-President for Fiscal Affairs is the chief fiscal officer of the University. He is responsible for the administration of monies, properties, and investments; the supervision of the issuance of bonds; and arrangements for the acquisition of properties. He represents the University in its financial relations with the State of Texas and other governments or agencies.

Offices under the supervision of the Vice-President for Fiscal Affairs are:

(1) Comptroller. The Comptroller assists the Vice-President for Fiscal Affairs primarily in land purchases and construction.

(2) Business Manager. The Business Manager is responsible for all accounting and fiscal records, the preparation of a budget, and institutional budget control. He oversees all routine financial operations within the University. Any questions in connection with budgets, group insurance programs, the payroll, etc., should be directed to this office.

(3) Director of Procurement and Property. This officer is responsible for making all purchases for the entire University and supervising the invoice procedures. Directly responsible to him is the Property Supervisor who administers all University inventory procedures, property repairs, and moving and storage.

(4) Director of Physical Plant. This division director is responsible for all physical plant operations, rehabilitation and remodeling

of existing facilities, and coordination of all planning for new construction.

Also responsible to the Vice-President for Fiscal Affairs are the Director of Graphic Arts Production, the Manager of the Bookstore, the Director of the Sam Houston Memorial Museum, and the Director of the University Food Service.

5

VICE-PRESIDENT FOR UNIVERSITY AFFAIRS

The Vice-President for University Affairs has administrative responsibility for one of the four major administrative channels of the University and is directly responsible to the President. He is responsible for student life administration and has a wide range of responsibilities relating to planning and development, to special programs and events, and to numerous other university activities.

Reporting to the Vice-President for University Affairs is the Dean of Student Life who is responsible for the Division of Student Life which includes the University Health Center, the Lowman Student Center, University Housing, University Security, Vending Services, Office of Student Life, Student Financial Aids and Placement, and Student Organizations.

6

VICE-PRESIDENT FOR UNIVERSITY SERVICES

The Vice-President for University Services is responsible to the President for several major categories concerned with the co-curricular aspects of University life. Under his direction the following activities and services are administered: liaison between the University and the Alumni Association; the administration of student financial aid (scholarship grants and loans); a placement service for both students and alumni; University development problems; publication and information services; and instruction by correspondence and extension.

7

DEAN OF THE GRADUATE SCHOOL

The Graduate Dean is responsible for the coordination and supervision of all graduate programs, including the graduate curriculum,

requirements for graduate degrees, and other matters pertaining to graduate instruction. He rules on all applications for admission to the Graduate School, submits recommendations for the awarding of fellowships and assistantships after consultations with the department directors, and maintains graduate student records. He supervises the departmental advisement of graduate students and their registration. As chairman of the Graduate Council, he presents to the Council of Deans recommendations related to the development, operation, and improvement of the graduate program.

8

Deans of the Colleges

The Deans of the five Colleges (Humanities, Education, Science, Fine Arts, and Business and the Applied Arts) are responsible for the coordination and the implementation of the core content of all programs within their respective Colleges and for the integration of instructional programs within and among the departments under their authority. Each Dean reviews recommendations made by his Department Directors with respect to employment, promotion, and salary adjustments of faculty, and presents such matters to the Council of Deans through the Vice-President for Academic Affairs. The office of each Dean maintains records of the individual degree plans of all students whose majors are within his College.

It is the duty of each Dean to keep free the channels of communication within his College. In the interest of such communication, he may call meetings of any number of Department Directors and faculty within his College to seek advice, to receive recommendations, and to initiate discussion concerning the policies and programs applicable to the departments within his College. He assists in the preparation of a budget and is responsible for overseeing the judicious expenditure of funds allotted to the operation of all departments within his jurisdiction.

9

Dean of Admissions and Registrar

The Dean of Admissions and Registrar examines and rules on all applications for admission to the University, directs the registration of

9

students, and maintains complete academic records on all registered students. It is the responsibility of this office to issue reports to students and parents at regular intervals, to certify the completion of requirements by degree candidates, to determine the achievement of various academic honors, and to furnish official transcripts of students' records under proper authorization. The Dean also compiles and maintains whatever information or statistics may be required by the University administration, the Board of Regents, or other governmental agencies articulated with the general program of higher education. These duties include the preparation of reports to the Veterans Administration concerning students attending Sam Houston under the "G.I. Bill" and to the State Auditor concerning students attending Sam Houston under provisions of the Hazelwood Act (Texas).

10

DEAN OF STUDENT LIFE

The Dean of Student Life is directly responsible to the Vice-President for University Affairs for all aspects of student life on this campus. He works with faculty, administration, and students in areas involving student problems and assists students to facilitate their adjustment to University life.

Working under his direct supervision is the Associate Dean of Student Life who is responsible for problems involving discipline, class attendance, and student counseling. The Associate Dean is aided by three Assistant Deans.

The Dean of Student Life is also the immediate administrative superior of the Director of the Health Center, the Director of University Housing, the Director of University Security, the Director of Vending Services, and the Director of the Lowman Student Center.

11

DIRECTOR OF RESEARCH AND GRANTS

The responsibilities and duties of the Office of Research and Grants are to promote and coordinate the research activities on the campus and to monitor all grants awarded to Sam Houston State University for academic and research programs. These include grants from state and federal agencies and from private foundations. In addition, this office administers those research funds allocated by the State Legislature to the University. Faculty members may obtain information from the Di-

rector concerning sources and categories of grants available and the procedures involved in the preparation of suitable proposals.

12

DIRECTOR OF LIBRARIES

The Director of Libraries is responsible to the Vice-President for Academic Affairs for overall library administration and operations for the effective use of facilities by faculty, students, and staff. Within this framework, he is responsible for faculty relations and works with a faculty committee for the growth, development and balance of the library collection; for maintaining public relations and furthering interest in the library on campus and in the profession; and encouraging and acknowledging gifts to the library.

13

DIRECTOR OF DATA PROCESSING

The Director of Data Processing is responsible for the coordination of all activities related to administrative programming. This officer acts as consultant to administrative offices in matters related to data processing and develops and maintains information systems. He recommends, evaluates, and coordinates the development of new non-instructional data processing usages.

14

DEPARTMENT DIRECTORS

Each Department Director is responsible for the effective and efficient operation of the instructional program under his authority. He synchronizes the teaching duties of his faculty, holds regular staff meetings, and directs academic counseling within his Department. It is his duty to develop and revise the curricula of his Department in a manner consistent with both current and long-range requirements. When his requests for additional or replacement staff have been approved, he takes the initiative in faculty recruitment and prepares dossiers on prospective faculty for his Dean to present to the Vice-President for Academic Affairs and the Council of Deans. He also makes recommendations concerning the continuing employment or promotion of faculty within his Department and the salary increments pertaining thereto.

SECTION II

COUNCILS AND COMMITTEES

1

Council of Deans

The Council of Deans consists of the Vice-President for Academic Affairs as Chairman, the five College Deans, the Dean of the School of Graduate Studies, and the Dean of Admissions. The Council is responsible for recommending policies pertinent to all academic programs of the University. It considers requests for curriculum changes, degree requirements and plans, and other academic matters concerning the student and his academic life at Sam Houston. It makes recommendations to the President, through the Vice-President for Academic Affairs, with regard to the employment of instructional personnel, position allotments, academic budgets, salary standards and schedules, promotions, and matters related to the overall academic objectives of the institution. In this respect the Council serves as an advisory body to the Vice-President for Academic Affairs, under whose authority such policies are administered with the approval of the President. The President may seek advice directly from the Council as he sees fit.

2

The University Faculty Council

This Council is the official representative body of the University Faculty through which the faculty can express its opinions and can receive information from the administration. See Appendix I for the Charter of the University Faculty Council, which defines the Council and its role and scope, establishes faculty committee responsibilities, and explains the criteria for eligibility for election and method of election to the Council, and the procedure for amending the Charter.

3

Graduate Council

The Graduate Council is responsible for providing leadership to the University in the development and improvement of all phases of the graduate program. Primary responsibilities of the Council are (1) to serve in an advisory capacity to the Dean of the Graduate School; (2) to make recommendations on academic policies and programs affecting the graduate program; and (3) to act as liaison between the administration and the graduate faculty. The Council is not charged with executive or administrative tasks.

Recommendations of the Graduate Council are submitted by the Dean of the Graduate School to the Vice-President for Academic Affairs and the Council of Deans. Recommendations approved by the President will be implemented through normal administrative channels by the Office of the Dean of the Graduate School or other appropriate administrative officers.

The Council consists of the Graduate Advisors of the fifteen departments with the largest graduate enrollment, the Director of Libraries, and the Director of Research. Graduate Advisors are recommended by the Graduate Dean, with the advice of the Department Directors.

4

Teacher Education Council

The Teacher Education Council is responsible for making recommendations on all matters pertaining to the teacher education program. The members of the Teacher Education Council are appointed by the President upon the recommendation of the Dean of the College of Education through the Vice-President for Academic Affairs and the Council of Deans. The Teacher Education Admissions Board is appointed by the President from the membership of the Teacher Education Council.

5

Miscellaneous Standing Committees

Faculty committees are listed in the University Bulletin. The Office of the Vice-President for Academic Affairs maintains an updated

list of committee assignments. These committees perform valuable services for the academic, collegiate, and fiscal channels of the University and any faculty member desiring to serve on a particular committee should inform his department director or dean.

Fifteen committees (in addition to the Councils noted in this section) are appointed through administrative channels due to their strictly administrative or quasi-administrative function. The University Faculty Council selects, subject to the concurrence of the Vice-President for Academic Affairs and the Council of Deans and final approval by the President, individual members of seven committees: Excellence in Teaching, Faculty Research Honors and Advanced Placement Program, Library, Patents, Pre-Professional Advisory, and South East Texas Information Network Association Committees.

SECTION III

POLICIES

1

ACADEMIC FREEDOM AND TENURE

The State Senior College System, on the advice of the Coordinating Board of the Texas College and University System, has adopted a detailed policy statement concerning academic freedom, academic responsibility, and tenure. In pursuance of this Board policy, Sam Houston State University has developed an institutional statute (See Appendix II), as well as Policies and Procedures for Tenure Election (See Appendix III).

2

FACULTY APPOINTMENT

The maintenance of an effective instructional staff has the highest priority at Sam Houston State, and inquiries regarding employment are welcome at every administrative level. The minimum requirement for initial appointment is a master's degree with a major in the subject to be taught. However, except in the case of part-time or temporary appointments, it is expected that the candidate hold the terminal degree in his major discipline or that the degree be earned prior to any consideration for tenure or retention beyond a sixth year of total service. A letter of non-reappointment because of failure to make satisfactory progress toward completion of credentials may be issued in any year of service prior to the seventh, subject to all of the conditions and stipulations of the Policy on Academic Freedom, Responsibility, and Tenure. (See Appendices II and III).

New faculty are recruited to fill existing vacancies or to fill new positions that have been officially authorized. A request for the crea-

tion of a new faculty position must be justified by the Department Director and approved through administrative channels. The position to be filled will be verified in the Council of Deans and approved by the President. A description of the position must be written to the satisfaction of the Dean of the College for each position to be filled, including academic credentials and experience expected.

It will be the responsibility of the Department Director to publicize the positions in his department to his existing staff and to outside agencies, including those representing minority groups. The Director assembles a dossier on each candidate which includes a completed application form and supporting documents, such as letters of evaluation and official transcripts of college credits and degrees earned. These assembled data are considered in determining the initial academic rank and salary of the appointee and become the basis for a permanent file maintained in the Office of the President. Acceptable candidates for available positions will be listed in the order of preference by the Department Director. The Department Director is expected to seek assistance from his colleagues in establishing priorities among the candidates. Their applications will be submitted to the Dean of the College for his review and consultation with the Department Director. The applications of the preferred candidates will be accompanied by letters of recommendation from the Department Director indicating recommended rank and salary.

In his review, the Dean of the College will verify the preferred candidate's previous experience and performance with administrative officers for whom the candidate has previously worked. Before any candidacy is submitted to the Council of Deans, prior consultation by the Dean of the College with the Vice-President for Academic Affairs will verify that the candidate is indeed qualified and that he is the most suitable of the candidates for a position that has been properly publicized. The Dean of the College will make the motion for the candidate in the Council of Deans. The Dean will attach a letter of recommendation incorporating the elements of his motion for rank and salary step. The Council of Deans will then review the circumstances of the appointment and make its recommendation to the President. It is to be clearly understood at all stages of negotiations that the President has the sole power to recommend to the Board of Regents and that the Board is the agent with the power to appoint. The institution cannot honor commitments from any other officer.

3

NEPOTISM

No individual may be employed by any institution under the jurisdiction of the Board who is related within the first degree of consanguinity to a faculty member or administrator of such institution. The inhibitions of Article 432, Penal Code, shall govern the employment of any relative of a Member of the Board.

4

GRADUATE FACULTY STATUS

The Graduate Faculty is composed of all Professors and Associate Professors who hold earned doctorates or the highest earned degrees or the clear equivalent in their fields. The Associate Graduate Faculty is composed of all Assistant Professors who hold earned doctorates and all Professors, Associate Professors, and Assistant Professors with forty hours beyond a master's degree, provided that a thesis was written in partial fulfillment of the degree requirement. Instruction in courses opened exclusively to graduate students and the supervision of theses are the primary responsibility of the Regular Graduate Faculty, although members of the Associate Graduate Faculty holding the terminal degree may assume such responsibilities with proper guidance by the senior faculty. All other members of the Associate Graduate Faculty are confined to the instruction of graduate students registered in senior-level courses and to membership on thesis committees as second or third readers.

5

SUMMER EMPLOYMENT

All faculty are employed for the nine-month academic year and cannot be guaranteed employment during the summer sessions, when enrollment is generally much less than during the long terms. Summer employment is determined primarily by the particular needs of the individual department with respect to the demand for certain courses and the variability of enrollments. The services of the Department Director are generally required throughout the summer.

6

SALARY

The salary for faculty of Sam Houston State University is determined by a "Rank-Step" System with minimum standards of training prescribed for both rank and steps within the rank (See item 7, Rank and Promotion.) For those steps within each rank having identical educational requirements, the appropriate one is determined by teaching effectiveness and professional attainment as demonstrated by research and publication.

7

RANK PROMOTION

Minimum standards of training are prescribed for each academic rank and steps within each rank. Consideration is given to pertinent work experience, research and publication, and other factors in making initial appointments and subsequent promotions. The instructor must hold a master's degree with a major in the subject taught. An additional thirty semester hours' credit toward a higher degree (with an appropriate major and at an institution other than Sam Houston) meets the minimum requirement for appointment as Assistant Professor. The Associate Professor is expected at a minimum to have completed all requirements for the doctorate except the dissertation and the final examination. Most appointments to this rank hold the doctorate. The Professor is expected to hold the doctorate.

Promotion is possible both from one rank to a higher rank and also from one step to another within a given rank. Elevation to a higher academic rank is not automatic with the attainment of minimum standards. Promotion to a higher rank requires the written recommendation of the Director of the Department, submitted through academic channels, and is based chiefly upon evidence of effective teaching and growth in competence as a teacher and scholar during several years of tenure in the rank currently held.

Promotions to a higher step within a given rank are also recommended by the Department Director through academic channels. There are eight steps in the ranks of Professor and Associate Professor, six steps in the rank of Assistant Professor, and four steps in the rank of Instructor. The highest four steps in the ranks of Professor and Associate

Professor and the highest two steps in the rank of Assistant Professor are reserved for faculty members holding the highest attainable degree in the field. The recommendation to Step I at the Professorial level requires a detailed, documented justification for such special consideration. Any faculty member who completes requirements for the doctorate is given the appropriate step promotion at the beginning of the fall, spring, or either summer term immediately following completion of all doctoral requirements. Appendix IV contains a complete explication of the "Rank-Step" system. The specific salaries assigned each step are subject to review and modification on an annual basis. The current salary schedule is available in the offices of the Department Directors.

8

DISTINGUISHED PROFESSORSHIPS

Within the Step I Professorship described in item 7 above, the University has established the special designation of "Distinguished Professor" for outstanding scholars, teachers, and practitioners. These chairs may be endowed by special private grants, subject to regulations of and approval by the Board of Regents.

9

RETIREMENT

Persons in administrative positions retire from those positions at age 65. Retirement of faculty members is compulsory at the age of seventy. Retirement at an earlier age is subject to options which exist within the Teacher Retirement System of Texas, or through an optional retirement system available from approved private insurance companies.

10

ACADEMIC COUNSELING

Every student is assigned a faculty advisor from his major department. Unless the student changes his major, or requests a different advisor, the advisor remains the same throughout the student's undergraduate years. The advisor is expected to be familiar with the information in the catalogue. He is responsible for general counseling with

the students, for advising those students who are reported with academic deficiencies at mid-semester, and for approving the advisees' schedules before registration. It is also the responsibility of the advisor to see that adequate records on all advisees are kept. Information concerning the advisees should be obtained from the department director.

11

Teaching Loads

The assignment of classes and class loads is administered by the Department Directors under directives that have the intent of equalizing assignments throughout the instructional staff and maintaining a stabilized student-teacher ratio. The most common assignment is 12 semester hours of instruction, represented by either four 3-hour courses or three 4-hour courses. Variations from this pattern are commonly explainable in terms of number of preparations, number of students per section, or special characteristics of the instruction within a particular department. Department Directors generally teach only two or three classes. Some faculty members have part-time teaching assignments, a portion of their salary being paid from research grants or from other non-instructional budgets.

When a faculty member has supervised five theses to completion and final approval, he shall be eligible for a one-course load reduction during any term or semester within a calendar year following the approval of the fifth thesis. It is reiterated that the "course-load reduction" should be at the convenience of the institution, usually in the spring because of the reduced enrollment in the spring, and that the faculty member must be on the payroll when given released time as a result of thesis supervision.

An instructor may be permitted to teach a course at an extension center or on campus at night or on Saturday. This may be a part of his normal class load. Not more than one course in excess of 12 semester hours may be taught in other than regular school hours. Extra payment will be made for such courses.

12

Student Records

A bound record book supplied by the Department Director is maintained by each member of the instructional staff. In it an attendance record should reflect a check of the class roll at each scheduled meeting of the class. Entries evaluating the students' work should be made for class tests, formal papers, other pertinent activities, final examination, and the letter grade assigned for the completed course—all in terms understandable to another person. The completed record books are filed for several years in the departmental office. Papers, tests, or examinations not returned to students should be kept on file by the instructor for at least several weeks after the semester ends and should be available for discussion with a student upon request.

Departments are expected to keep record files for each major or minor and in some cases for other students who enroll in courses within the department. This file includes the records for each student kept by his faculty advisor. The instructor's role in departmental record-keeping is defined by each department.

The instructor submits reports based upon his records as requested by the administration. Class rolls are checked against official lists after the 12th class day during long terms and the 4th class day during summer sessions. All student grades are reported at mid-semester and the Class Enrollment and Deficiency Cards are returned to the students with the mid-semester grade reported on it. Students are reported for excessive absence whenever such is observed. Grade sheets are completed at the end of each semester.

The comprehensive student records compiled and permanently preserved in the Registrar's Office may be consulted by the instructor for data needed in counseling or for any other legitimate purpose.

13

Faculty Absenteeism

The University exists primarily to facilitate contacts between students and members of the faculty. These contacts are made chiefly in the classroom and in the office of the faculty member. Each course is

scheduled to meet on specified days and for a specified length of time. Special holidays or other exceptions to the schedule, if not stated in the official calendar, are proclaimed in written announcements from the President or from the Vice-President of Academic Affairs.

The Presidents in the State Senior College System adopted the following policies concerning faculty absences:

I. AUTHORIZED ABSENCES

Criteria for Authorized Absences

A faculty member employed by the universities under the jurisdiction of the Board of Regents, State Senior Colleges, has a binding obligation to discharge faithfully his instructional duties and other responsibilities associated with his faculty appointment. Faculty members, including teaching assistants, research assistants, and laboratory instructors are required to meet all scheduled classes. Absences from classes will be authorized only under the following conditions:

a. *Professional Meetings*

A faculty member may be absent from classes for the purpose of attending a meeting of a professional organization when, according to the judgement of administrative officers, attendance at such a meeting would contribute to the improvement of teaching at the institution.

b. *Personal Illness*

When a faculty member becomes ill, he is authorized to be absent from classes. He is obligated to notify the director of his department as early as possible so that the latter may make arrangements for other faculty members to meet his classes.

c. *Family Emergencies*

A faculty member is authorized to be absent from classes in cases of severe illness of members of his immediate family, and for the purpose of attending funerals of deceased family members.

d. *Specific Assignments*

When the President of the institution assigns the faculty member to a specific duty of short duration which conflicts with his scheduled classes, the faculty member is authorized to be absent from same.

II. UNAUTHORIZED ABSENCES

Unauthorized absences on the part of a faculty member are not permitted. The institution will regard such absences as a violation of the terms of the faculty member's contract.

Travel requests are screened with emphasis upon faculty time lost as well as the priority of funds for compensating the cost of travel. Approval constitutes permission to be absent, provided proper arrangements are made for the classes to be missed. The Department Director files a monthly report listing absences from class by each faculty member, indicating the reason why the instructor was not present and a statement regarding arrangements made for the classes.

Adherence to the final examination schedule announced by the Vice-President for Academic Affairs and the proper completion of all duties associated with the opening and closing of a semester are emphasized. The contractual period of employment is the academic year, which means that one-half of the contractual salary will be paid for each semester.

14

Office Hours

A faculty member should be accessible to individual students for brief contacts at the beginning or end of scheduled classes, for appointments arranged for mutually convenient times, and for conferences during regularly scheduled office hours. A faculty member should announce to his classes and post on his door a schedule of office hours and be consistently available during those hours. It is expected that the total scheduled office hours should equal those scheduled for class meetings and should include morning and afternoon periods during each school day.

15

Class Visitors

In the event an unannounced visitor attends a class, the instructor should request identification in the form of a current and official identification card. If the visitor is not a registered Sam Houston State University student, the instructor should act at his own discretion or refer the visitor to the Department Director.

23

This policy is not intended to discourage the occasional visiting of classes by responsible persons. Obviously, however, the visiting of a particular class should be occasional and not regular, and it should in no way constitute interference with registered members of the class or the instruction thereof.

16

FACULTY STUDY

In order to encourage employees to broaden their education, it is the policy of this institution to permit one course to be taken each term of summer school or during each long semester, provided that course does not interfere with the working assignment of the individual. Should a member of the faculty or other employee take more than one course during the assigned working day, then he shall be subject to a proration of salary on the basis of a reduction of one-fifth salary for each course taken in excess of one. Non-instructional personnel who vary from the normal working hours of 8-12 and 1-5 and pursue off-campus study shall have approval, through the proper channels, of the appropriate Vice-President. If necessary, such cases may be referred to the Council of Deans.

17

COPYRIGHTS AND PATENTS

Every faculty member is free to publish and copyright as he sees fit. The University claims no interest in copyright ownership of faculty publications or in royalties therefrom except (1) when the book or manuscript is prepared under commission by the University, in which case it is property of the University; or (2) when the University funds, or funds controlled by the University, are specifically allocated to support a particular scholarly activity which results in a financially profitable publication, in which case it is expected that the author will consult the Director of Research for arrangements with the University Patent Committee for reimbursement to the supporting fund(s) in the amount allocated. It is assumed that the faculty member will not allow such writing to interfere with his regular duties.

The title to a patent for any discovery of invention made by an employee of Sam Houston State University belongs solely to the employee

if the work leading to the discovery or invention does not involve the use of university facilities and equipment and does not interfere with regular assigned duties. The title to a discovery or invention that does involve the use of university facilities and equipment or is developed during working hours at Sam Houston State University shall be subject to contractual agreement between the faculty member and the University. The Director of the Office of Research and Grants should be informed before any such work is begun in order that the University Patent Committee may propose a contract to protect University rights and equity. Research supported by grants or contracts from outside sources also subject to prior approval by this committee. For detailed regulations and guidelines, consult the Director of Research and Grants.

18

Leaves of Absence

Leaves of absence without pay may be granted for a period of not more than one calendar year for graduate study, military service, reasons of health, or services or research for governmental agencies. In normal times, leaves for one year will be granted, provided the department so recommends and can supply satisfactory replacements. A second consecutive year of leave may be requested for the above reasons. A third consecutive year should normally not be expected except in cases involving completion of advanced degrees or compulsory military service. After a return to full-time teaching for a year or more, a faculty member may again be eligible for such leave.

19

Commencement Participation

Commencement exercises are held at the end of each semester and second summer term. Faculty members are encouraged to participate in at least one commencement exercise during the academic year. Faculty members employed during the second summer term are particularly encouraged to participate in the summer exercise. Faculty members are to wear their appropriate academic regalia. The University Bookstore can obtain whatever regalia a faculty member may need to rent.

20

Faculty Conduct

At its annual meeting in May, 1968, the Board of Regents affirmed policy statements concerning the conduct of both students and faculty of Sam Houston. The policy stipulates that any employee of the University, upon "final conviction for the illegal use, possession, or sales of a drug or narcotic, may be dismissed as an employee." Likewise, any employee who, "acting singly or in concert with others, obstructs or disrupts, by force or violence, any teaching, research, administrative, disciplinary, public service, or other activity . . . on the campus of Sam Houston State University, shall be subject to dismissal as an employee." This statement is intended to include participation in "stand-ins," "sit-ins," "lie-ins," etc, when such acts are in fact obstructive or disruptive of any authorized university activities.

21

Travel

Sam Houston is well aware of the value of professional meetings for the faculty. In-state travel for such purposes is encouraged within the framework of existing budgets. Such travel must be well justified and arrangements for classes to be missed must be well set in advance of the trip. The trip must also be approved by the Department Director.

For out-of-state travel, the Appropriations Bill provides that prior approval by the Board of Regents must be made before the travel is accomplished. Justification must be made in advance in writing for the approval of such travel. The faculty member is asked to show the extent to which he may be on the program or may be particularly articulated with the program to be presented. Request for all travel must be properly executed and sent through channels to the President. Requests for out-of-state travel should be made well in advance of the meeting of the Board of Trustees that precedes the date on which travel is to begin.

22

Faculty Research

Faculty members are encouraged to seek funding for sponsored research projects or sponsored instructional projects. The Office of

Research and Grants maintains a file of materials to aid the faculty member in deciding where the proposal should be submitted, and this office will also assist faculty members with the format and content of the proposals.

When state allocated funds are made available, the Office of Research and Grants encourages proposals from all faculty members. The Committee on Faculty Research has formulated quidelines available to the faculty to assist in the preparation of such proposals. All full-time faculty members who are currently employed by Sam Houston State University, including members of the professional library staff, having the rank of Assistant Professor or above, are eligible to apply for research support funds appropriated by the State of Texas. Since state-appropriated funds are for the support of faculty research projects only, the Committee will not recommend for funding any research associated with the writing of a master's thesis or doctoral dissertation.

Upon the approval of the grant, released time may be authorized at the request of the recipient to such an extent and under such terms as is appropriate for the project being funded and at the convenience of the University and the recipient's academic department within the limits of funds allocated for the project. Grants will be awarded on the basis of proposals submitted to the Committee on Faculty Research. The recommendations of this committee are subject to review by the Council of Deans and to final approval by the President.

Because the word "research" itself takes on many different meanings from one discipline to another, no attempt is made by the Committee on Faculty Research or the Administration to offer any single definition of research deserving of support. Petitions for any meritorious contribution to scholarship are invited for consideration by the Committee on Faculty Research. A copy of its policies and procedures is available in the Office of the Director of Research and Grants.

SECTION IV

BENEFITS AND SERVICES

1

Retirement Program

All faculty members must be members of one of the following programs:

a. *Teacher Retirement System*
The fiscal year in Texas begins September 1; and since there is a five-dollar annual membership fee, the September salary check (received about October 1) reflects this deduction. The membership deduction is 6 per cent of the first $25,000 of gross salary for the fiscal year. Under certain conditions, credit may be purchased for out-of-state teaching and military service. The program provides optional retirement plans as well as death and survivor benefits. The full text of the Teacher Retirement Law and answers to the most frequent questions about it may be found in the booklet Your Teacher Retirement, available from the Teacher Retirement System of Texas, Frank M. Jackson, Executive Secretary, Austin, Texas, 78701, or your University Business Office.

b. *Optional Retirement Program*
The deduction is 6 per cent of the first $25,000 of gross salary for the fiscal year. This may be tax-sheltered. Their program is available only to certain new faculty members. Details of the program are available in the University Business Office.

2

TAX-SHELTERED ANNUITIES

Sam Houston State University is authorized to enter into an agreement with any of its employees to reduce their salary by the amount of certain tax-sheltered annuity premiums. These premiums are paid on a nine-month basis and are excluded from gross income for Income Tax purposes. They are included in computing Teacher Retirement and FICA contributions. Information concerning these tax-sheltered annuities can be obtained from the University Business Office.

3

INSURANCE

There are three group insurance programs available, and they are all optional. Group hospitalization is available to all faculty members, group life insurance is available and is based on salary, and Group Long-Term Disability is available after completion of two years' service. Premiums are deducted monthly from the member's paycheck. Coverage during summer vacation is subject to pre-payment. Further information may be obtained from the University Business Office.

4

VACATIONS AND SICK LEAVE

Faculty members employed on a nine-months basis are given vacation time as reflected in the academic calendar. Staff employed on a twelve-months basis are subject to the employment regulations of the State of Texas and may obtain information concerning vacation allotment from the Business Office.

When a faculty member becomes ill, he is authorized to be absent from classes. He is obligated to notify the Department Director as early as possible so that the latter may make arrangements for other faculty members to meet his classes. A faculty member is authorized to be absent from classes in cases of severe illness of members of his immediate family, and for the purpose of attending funerals of deceased family members.

5

Development Leaves

The Texas Legislature has recently authorized faculty development leaves. After at least four consecutive academic years of service at Sam Houston State University, faculty members holding the rank of Assistant Professor or above may qualify for a leave of one academic year at one half regular salary or for one half of an academic year at full salary. The statute provides that no more than six percent of the faculty members may be on faculty development leave at any one time. This program will be implemented when funds become available.

6

Credit Union

The Walker County Teachers Federal Credit Union (office in the University Bookstore) was created for the purpose of providing a source of investment and credit for its members. All regularly employed faculty and staff of Sam Houston State are eligible for membership in this organization. The Credit Union accepts deposits and makes loans during regular office hours, and someone is always available when detailed information is needed.

SECTION V

PROCEDURES

1
CURRICULUM CHANGES, TEXTBOOK ADOPTIONS AND SYLLABI

A course may be offered at Sam Houston State University only if it is listed and described in the current annual bulletin. Each course description must be cleared through the channels of the University administration and approved by the Board of Regents. Any major change in an existing course or proposals for a new course must be accomplished by the same procedures. The curriculum studies which result in such proposals are initiated near the beginning of a school year. The final recommendations are incorporated in the curriculum report to the Board of Regents in May of each year.

If a textbook is used in a course, it is selected by the teacher or teachers of the course in consultation with the Department Director. All textbook orders should emanate from departmental offices, and no textbook should be ordered or requested by anyone in any department without the approval (by signature) of the Department Director. Reasonably close correlation between the contents of the textbook and the bulletin description of the course is advisable. All sections of a multi-section course will use the same textbook. An adoption should, in most cases, be for a period of several years. The Department Director should inform the University Bookstore of any change (or proposed change) a full semester prior to such change.

The teacher or teachers of each course are responsible for developing and keeping up to date a syllabus that is conformable to the bulletin description and the adopted textbook. A carefully planned syllabus is particularly important for multi-section courses involving several instructors. A concurrent obligation is to file library requests for new books supporting the course, as they become available. See *Faculty Handbook for Library Use* for procedures in ordering books.

2

Grade and Absentee Reporting

Since regular class attendance is expected as a matter of university policy, all faculty members are required to keep records which show, in detail, class attendance and justification for all grades issued. The importance of this duty cannot be overemphasized. Grade books should be filed with the Department Director at the end of the school year.

In the matter of reporting absences, proper forms are supplied to each teacher so that excessive absences may be reported immediately and directly to the Associate Dean of Student Life. It is only in this manner that the University is able to keep up with chronic absenteeism. Such reporting is considered a basic responsibility of each faculty member.

3

Travel Requests

Requests for in-state or out-of-state travel must be approved by the Department Director, the Dean of the College, the Vice-President for Academic Affairs, the Comptroller, and the President. Application forms can be obtained from the Office of the President.

4

Requisitions and Interdepartmental Orders

The University budget carries an allocation of operating funds, identified by an account number, for each department. These departmental funds are for the purpose of purchasing supplies, equipment, and services needed in carrying on the instructional program. Each Department Director is responsible for the judicious expenditure of these departmental funds and is provided with the necessary requisition forms. Any faculty member needing to make a purchase obtains the approval of his Department Director, who signs the appropriate requisition. Interdepartmental orders are honored at the University Bookstore, the printing department, the library (for Xerox copying), and other service departments. Mail originating on the campus and intended for distribution on the campus only may be marked "Campus Mail" and sent through the campus post office without postage. Off-

campus mail, closely related to carrying out the business of the University, may be mailed at the campus post office and the postage charged to the departmental budget by use of a postage slip. Purchase requisitions for off-campus purchases of equipment or supplies are routed through the University Purchasing Office and the State Board of Control. In some cases, purchases can be made only on scheduled dates.

Student employees to be paid from departmental budget should be employed only after consultation with the Department Director and proper clearance with the payroll office. Earnings must be reported on a Payroll Detail form.

5

Requests for Leaves of Absence

Requests for leaves of absence should be in writing and should be addressed to the President through academic channels (the Department Director, the Academic Dean, the Vice-President for Academic Affairs, and the President).

6

Budget Requests

A departmental budget may include funds for such items as non-teaching salaries, hourly employees, maintenance and operational supplies and expenses, travel, and capital expenditures. Requests for major repairs, alterations, or additions to buildings may originate with departments but are generally included in other budgets. Budget requests are submitted by the director of a department after consultation with members of the staff and with the Dean of the College. Requests for equipment costing more than $100.00 must be supported by detailed description, contemplated use, and other justification. Budget requests are submitted six months or more in advance of the beginning of the school year.

7

Work and Maintenance Requests

Any major repair or alteration of building space or installation likely to damage walls or other structures must be accomplished by

University workmen. Action may be initiated by a work request signed by the director of a department and submitted to the University Engineer.

Comments or requests related to general housekeeping—replacement of light bulbs, adjustments to air conditioning control, and the like—should be directed initially to the faculty member designated for each building to exercise general supervision and to provide liaison with the maintenance staffs.

8

PERSONNEL RECORDS

The basic personnel record for a faculty member is maintained in the Office of the President. Certain data frequently needed for reports to state or federal agencies or to accrediting agencies are recorded on data processing cards. A print-off from these cards for the entire faculty is on file at the Office of the Vice-President for Academic Affairs. The Dean of each College and the Department Director has a print-off for the personnel under his supervision, and a faculty member should update his own entry on these print-offs. Other personnel data files are maintained by the Business Office and by the Department Directors. These are confidential files, used with due regard to professional ethics. Reports made by the University commonly deal with totals and do not identify individuals.

The applicant for a postion at Sam Houston provides a summary of pertinent data on an application form, supported by official transcripts indicating academic credits and degrees. Commonly, before their first pay check is issued, new faculty members are requested to file a birth certificate, income tax-withholding data, indication of their choices regarding certain options concerned with insurance and tax-sheltered annuities, and other needed information. It is the responsibility of the faculty member to report to the appropriate office any significant change in status, particularly newly earned academic degrees, publications, or honors that may be factors considered for salary increments.

SECTION VI

USE OF UNIVERSITY PREMISES AND FACILITIES

1

General

In general, all University facilities are open to faculty groups when they are conducting or sponsoring college-related activities. State property is not, of course, to be used for any partisan political activity or other activities not clearly related to the functions of the University.

2

Lowman Student Center and Recreation Facilities

The Lowman Student Center provides numerous activities and facilities for the pleasure and convenience of both students and faculty. Sam Houston State University faculty are encouraged and welcome to attend and participate in these activities and make use of these facilities which include the following: restaurant, snack bar, barber shop, bookstore, games room with billiards and table tennis, lounges, record library and listening room, chapel, meeting rooms for groups up to one-hundred people, ballroom for groups up to twelve-hundred people and banquet facilities for groups up to six-hundred people. All activities of the Lowman Student Center are coordinated through the office of the Director, to which a faculty member may apply for scheduling of whatever facility his group may require. The Center also houses an Olympic size indoor swimming pool that is open to faculty and their families. The swimming pool is under the direction of the Department of Physical Education for Men.

3

BOOKSTORE

The University Bookstore is a regular retail store owned and operated by Sam Houston State University. Prices are set as recommended by publishers and suppliers. Any bookstore profits remaining after operating costs have been covered are applied to the expenses of student programs of the Lowman Student Center. In addition to stocking new and used textbooks and other school supplies, the bookstore provides a rental service for commencement regalia.

4

LIBRARY

The new University Library is among the most modern and best equipped in the nation, and faculty are urged to take advantage of its varied facilities. A complete list of policies, procedures, and services can be found in the *Faculty Handbook for Library Use*. This publication is available to all faculty and staff.

5

PARKING

The control of motor vehicle traffic on campus is a very necessary part of the efficient operation of the University. The University has restricted parking space available to permit every staff member to bring one motor vehicle to the campus between the hours of 8:30 a.m. and 4:00 p.m.

Every vehicle operated on university property must be registered with the University Security Department and must display a current parking decal. Fees are set annually for an entire twelve-month academic year. Special consideration is given to summer-only faculty. A temporary permit may be secured by calling the University Security Office. Monies collected for vehicle registration are applied to the improvement or addition of parking and traffic facilities on campus.

The campus security and traffic officers are bonded peace officers of the State of Texas, and fines will be levied for violations of public and institutional traffic regulations. The penalties for violation of such regulations apply equally to students, faculty, and staff. All penalties must be paid to the Cashier of the University Security Office no sooner than the first class day and no later than ten calendar days after the citation was issued.

Complete information is found in the booklet given each registrant at the time he applies for a parking permit. Faculty are advised to familiarize themselves with this material and to evidence good campus citizenship by observing all traffic and parking regulations.

6

Athletic Events and Student Activities

The purchase of an activity card from the Department of Athletics entitles a faculty member and certain members of his family to admission to all athletic events. The family activity card provides two reserved seats at home football games.

The official Identification Card permits faculty to attend the professional entertainments presented by the Lowman Student Center and the student activities program. When attendance at such events is exceptionally large, it is sometimes necessary that faculty admittance depend on the availability of seats after all students have been admitted. (In such instances the faculty member is asked to understand that the students have paid for admission through the student activity fee and must therefore be given priority.)

7

Computer Center

The Computer Center is under the supervision of the Director of Data Processing, who is directly responsible to the President. The Center provides computing services to the administration and also serves as a laboratory for those instructional programs related to computer science. Computing services are available also to faculty members, free of charge, as long as those services relate to the instructional program or to sponsored research in which the faculty members are engaged. Faculty are encouraged to acquaint themselves with the computing facilities and to avail themselves of the services offered.

8

University Security

Each faculty member has a responsibility to cooperate in maintaining the security of all buildings, offices and classrooms, especially those for which he is assigned keys.

SECTION VII

SOCIAL AND PROFESSIONAL OPPORTUNITIES

1

FACULTY ORGANIZATIONS

Many learned societies enroll members of the Sam Houston faculty and a number of them have local chapters, commonly including both faculty and student members. Several organizations promoting the professional interests of University teachers have local chapters that seek campus-wide membership of instructional personnel and library staff members.

The *American Association of University Professors* is a national professional organization of college teachers, devoted particularly to the promotion of academic freedom, professional ethics, and tenure safeguards.

The *Texas Association of College Teachers* enrolls faculty personnel of the state-supported colleges and universities. It provides liaison between college teachers and the educational or other agencies of the state government.

The Faculty Club was reorganized in January, 1971. Members of the faculty, administration, and staff are served coffee each morning in the Austin College Building between the hours of 8:30 and 11:30. The Club engages its own hostess, whose salary is paid from semester dues and from the proceeds of coffee sales. The Club encourages the exchange of ideas between faculty members of different disciplines and between faculty and administration.

The American Association of University Women has a Huntsville chapter, including many faculty members and faculty wives. Women graduates of Sam Houston State University are accredited for membership in this organization.

The Faculty Wives Club is a social organization closely linked with the campus.

2
Community Facilties and Opportunities

Sam Houston State University is fortunate to be located in one of the most beautiful areas of Texas. Six miles south is Huntsville State Park, where fishing, boating, and camping are available on a year-round basis. Houston is only one hour and ten minutes from Huntsville by Interstate 45, a controlled-access freeway, and the recreational advantages of Galveston and the Gulf Coast resort area lie shortly beyond. The opening of Lake Livingston to the east of Huntsville has provided another major recreational area at close hand.

Huntsville has over twenty churches at which faculty members may worship. Most denominations are represented (Assembly of God; Baptist; Roman Catholic; Christian; Church of Christ; Latter Day Saints; Episcopal; Jehovah's Witnesses; Lutheran; Methodist; Presbyterian). Also there is a broad selection of nationally or internationally affiliated and local service clubs and organizations which welcome participation by University faculty members. Various fraternal societies and veterans' organizations are also represented in Huntsville and the surrounding area.

APPENDIX I

The Charter of the University Faculty Council

DEFINITION

The University Faculty Council is an elected body composed of twenty-five members of the full-time faculty.

ROLE AND SCOPE

The Faculty Council gives the faculty an opportunity to voice its attitudes on faculty affairs, academic affairs, and student affairs. The Council's function is advisory rather than legislative. It is consulted on matters of concern to its members by the University administrators. Its primary functions are: (1) to serve as an additional vehicle through which the faculty can express its opinions; (2) to serve as an additional vehicle through which the faculty can receive information from the administration; and (3) to respond to both the faculty and administrators by giving counsel and making recommendations.

The Council may request that the President call general faculty meetings when the Council feels that such meetings will be in the best interests of the University. The Council may request that an appropriate member of the administration be present at any of its monthly meetings.

At the first of each new academic year, the Faculty Council elects three standing committees as follows: the Committee on Faculty Affairs, the Committee on Academic Affairs, and the Committee on Student Affairs. Members of the standing committees are appointed by the Executive officers, consisting of the Chairman, Vice-Chairman, and Secretary. Each of these three committees is composed of seven members selected from the Council by the Executive Officers. The Library representative will be a voting member of the Council but will not serve on any of the standing committees. Each of the standing committees shall elect its chairman. No Council member shall serve on more than one of these standing committees. The appointees shall be responsible to the Council and shall make recommendations to the

Council regarding such matters as are officially brought to the attention of the committee. The Chairman, Vice-Chairman, and Secretary, together with the chairmen of the standing committees shall constitute the Executive Committee of the Council.

The Faculty Council shall consider matters of university interest which a member of the Administration or of the Council places before it. The Faculty Council may request information from any member of the Administration or Faculty, and may invite any such person to sit with it for consultation and advice. The Faculty Council shall give consideration to any written recommendation put to it by members of the General Faculty.

The Faculty Council shall, based upon information supplied from the standing committee chairmen and the senior members from each college following their consultations with the appropriate administrative official, make recommendations on policies affecting academic programs or faculty policies so that its position may be made known and considered by the decision-making authority.

Committee Responsibility

The standing faculty committee on Faculty Affairs shall participiparticipate in the formulation of general faculty personnel policies. The chairman of the standing faculty committee on faculty affairs and the Dean of Faculties of the University shall confer regularly on the formulation of policies affecting the faculty, in order to provide a means for the faculty to voice its opinion on these matters.

The Chairman of the standing faculty committee on academic affairs and the Vice-President for Academic Affairs shall confer regularly on the formulation of policies affecting academic programs, in order to provide a means for the faculty to voice its opinion on these matters.

The Chairman of the standing faculty committee on student affairs and the Vice-President for University Affairs shall confer regularly on the formulation of policies affecting the student body, in order to provide a means for the faculty to voice its opinion on these matters.

Eligibility and Method of Election

All members of the full time faculty are eligible to be members of the UFC. Three members of the Faculty Council shall be elected from each academic college to serve a three-year term. In the initial election, all three members from each academic college will be elected and lots will be drawn to determine members to serve one-, two-, and three-

year terms respectively. Each year thereafter one person shall be elected from each college to serve a three-year term. One other person shall be elected each year from the Library staff to serve a one-year term.

During the third year of his term, a person will be designated as the senior member of the representatives of that college. The senior member and the Dean of the college shall confer regularly on academic affairs and faculty policies within that division of the university. The senior Council member from each college will, also, be responsible for preparing and circulating the ballots for the election of new Council members from that college each spring.

The names of all faculty members of that college should appear on the ballot. Every faculty member within the college should vote for three people. The ballots will be returned to a committee of three members of the Council who will count and determine the results of the vote. The committee, composed of three members of the Council whose terms do not expire, will be appointed by the president of the Council. The person receiving the highest number of votes will replace the senior member whose term expires at the end of the summer session.

The remaining nine members of the Council will be elected from the faculty at large. In the initial Council, these members will be composed of the six returning members of the University Faculty Council together with three of the outgoing members of the UFC to be chosen by lot. The latter three will serve for a one-year term. Three of the remaining six, to be chosen by lot will serve two-year terms and the other three will serve three-year terms.

Thereafter, the names of the next five persons receiving the highest number of votes in each college election will be placed on a ballot to be prepared and circulated for the at-large election by the three-man committee mentioned above. The ballots will then be returned to this same committee to be counted. Three at-large members will be elected in this manner each year.

If an elected member of the Council from a college cannot serve his full term for any reason, he will be replaced by the person receiving the next highest number of votes in the spring elections of that academic college provided that person was not elected to an at-large position. In that event, the person receiving the next highest number of votes will serve the un-expired term. In case of a tie vote, the name will be determined by lot.

The unexpired term of an at-large representative will be filled in similar manner from the list of at-large candidates.

AMENDMENT PROCEDURE

Amendments to this charter may be proposed by: (a) the Faculty Council by its own initiative upon a 2/3 vote of its membership, or (b) petition of 15 members of the faculty to the Faculty Council subject to a favorable vote of 2/3 of the Council.

Ratification procedure is as follows: Within 14 days of the date of Council approval, copies of the proposed amendments must be distributed to the members of the General Faculty together with a ballot. This ballot must be returned to the Chairman of the Faculty Council within seven days. If 3/4 of the eligible members approve the amendments, they shall be ratified.

APPENDIX II

Sam Houston State University
Statement on
Academic Freedom, Responsibility, and Tenure.

Preamble

The Board of Regents, State Senior Colleges of Texas, is solely responsible for formulating the operating policies for each of the four institutions under its jurisdiction. In formulating policies which directly relate to rights and responsibilities of faculty, the Board normally considers the suggestions, advice and recommendations of many constituent bodies (the Coordinating Board, Faculty Councils, American Association of University Professors, American Association of State Colleges and Universities, to name a few), subject to the laws of the State of Texas.

The Board of Regents does not officially endorse any program or statement of principles issued by any of the constituent bodies. Such statements will be considered official when incorporated in whole or part within the general policies set forth in formally adopted publications of the Board of Regents.

The Board desires to promulgate only those policies which will ensure the soundest possible operation of, and promote the greatest degree of harmony and stability within, the university communities. For that reason, the chief administrator on each campus is charged with the responsibility of adapting the general policies to the particular character and setting of his institution, but all such adaptations, if any, are subject to the final approval of the Board of Regents.

The Board believes that each faculty member, upon accepting a teaching appointment, not only is entitled to certain definite rights, but that he also assumes certain specific responsibilities to his students, his colleagues, and his university. Further it is believed that only through a fair and equitable balance of rights and responsibilities will the professional development of the faculty member be assured and the integrity of his institution be enhanced.

The universities under the Board of Regents, State Senior Colleges of Texas essentially and philosophically are teaching institutions. Thus, the fundamental rights and responsibilities of faculty should be those related to and concerned primarily with competent teaching and research. The greater emphasis should be placed on instruction, even though the Board recognizes that research not only advances knowledge but also provides an added basis for sound teaching. In sum, a faculty member is first and foremost a teacher within his field of specialization.

II

Academic Freedom

It is essential that the faculty member be free to pursue scholarly inquiry without undue restrictions, and to voice and publish his conclusions concerning the significance of evidence that he considers relevant. Furthermore, within the confines of the classroom, instructional members of the university community are entitled to freedom to discuss the subject matter of assigned courses within the bounds of bulletin curricula descriptions.

Members of a university community are also members of other communities on local, state, and national levels. When explicitly functioning within the scope of these other communities, the member of the University must be free from institutional censorship or discipline.

II

Academic Responsibility

The public tends to judge the profession and the institution by the statements of its particular members. Therefore, members of the faculty should strive to be accurate, to exercise appropriate restraints, to show respect for the opinions of others, and to avoid creating the impression that they speak or act for their college or university when they speak or act as private persons. If the individual cannot meet this substantial academic obligation, he should either request a leave of absence or resign his position rather than compromise his institution or profession.

It is the primary responsibility of all components of the university community to exemplify and support the intellectual freedom of teaching, expression, research and debate.

For the teacher, the mastery of his subject and his own scholarship entitle him to his classroom and to freedom in the presentation of his subject. It is therefore incumbent upon him to maintain competence in his field of specialization and to demonstrate such competence in lectures, discussions, publications, public performances, or exhibits. It is improper for him to intrude into the classroom material (whether controversial or not) which has no relation to the subject matter of his course as announced to his students and as defined by official bulletin course descriptions.

A faculty member has the responsibility to provide due notice of his intention to interrupt or terminate institutional services.

III

Academic Tenure

Tenure is the highest honor the institution can bestow upon the teaching faculty.

An institutional grant of tenure is intended to assure experienced faculty that they may expect to continue in their academic position unless adequate cause for dismissal is demonstrated in a fair hearing following established procedure of due process.

A faculty member's probationary period shall not exceed seven years from the beginning of his appointment at Sam Houston to the rank of full-time instructor or to a higher rank, including within this period a maximum of three years of full-time faculty service in all other institutions of higher education.

Notice of nonreappointment, or of intention not to reappoint a faculty member, should be given in writing in accord with the following standards: (1) Not later than March 1 of the first academic year of probationary service; if the appointment terminates during an academic year, at least three months in advance of its termination; (2) not later than December 15 of the second year of probationary service, if the appointment expires at the end of that year; or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination; (3) at least twelve months before the expiration of a probationary appointment after two or more years in the institution.

Adequate cause for dismissal for a faculty member with tenure may be established by demonstrating professional incompetence, moral turpitude, or gross neglect of professional responsibilities.

Cases of *bona fide* financial emergency, or the phasing out of institutional programs requiring reduction of faculty, may permit exceptions of tenure regulations in unusual circumstances. In such cases:

(1) Faculty members should be given opportunities for appointment in related areas provided (a) they are qualified professionally to teach in such areas, and (b) such positions are available. (2) Faculty members who can present *prima facie* evidence of discriminatory treatment or infringement of academic freedom in such emergencies have the right to a fair hearing before the appropriate faculty committee. (3) Any faculty member involved in such a readjustment process has the right to reappointment to his previous position if it is re-established within two calendar years.

Proper dismissal procedures are essential to an effective tenure system. Procedural arrangements have been established at Sam Houston State. These procedures apply to faculty WHO HAVE TENURE and/or faculty whose UNEXPIRED APPOINTMENT extends beyond the period of the proposed dismissal. In such instances the BURDEN OF PROOF to show adequate cause for dismissal is upon the administration. The procedures also apply to NON-TENURED faculty who allege a *prima facie* case of a violation of academic freedom in the nonrenewal of contract. In such instances, the BURDEN OF PROOF is upon the faculty member.

IV
Due Process at Sam Houston State

Due process embodies a course of professional proceedings in line with stated rules and principles generally recognized in the academic community. Due process carries with it the right of a TENURED faculty member or a teacher with an UNEXPIRED term contract to a fair hearing before an elected committee of his peers.

When the fitness of a faculty member at Sam Houston is called into question, the appropriate administrative officers will discuss the matter with him in a personal conference. The matter may be terminated by mutual consent at this point, but if an adjustment does not result, the matter will be referred to the Faculty Tenure Advisory Committee.

The Faculty Tenure Advisory Committee shall be a standing committee of five faculty appointed by the chief executive officer of the University from a panel of the top twenty TENURED vote-getters (plus ties) as recorded in the Spring semester faculty elections for the University Faculty Council. The large group shall constitute the elected panel for the following academic year. The chief executive officer shall also designate the chairman of the Committee.

The Committee's proceedings may be informal and flexible. It will make such inquiry as it deems necessary, offer confidential advice to the faculty member and the administration, and attempt to effect an adjustment. If none is effected, the Advisory committee or the chief executive officer may recommend a hearing. If a hearing is to be held, the chief executive officer should formulate a statement of the grounds for dismissal, giving due regard to the Advisory Committee's report. These grounds should be reasonably detailed.

The Faculty Tenure Hearing Committee shall be an *ad hoc* committee of five faculty appointed from the duly elected panel as noted in the paragraph above, including TENURED second-year members and immediate past year's members of the University Faculty Council, but not overlapping in membership with the Tenure Advisory Committee. Each member should be subject to challenge for cause, the remaining members of the Hearing Committee to pass on the Challenge.

If a hearing is recommended, the chief executive officer will send a letter to the faculty member informing him of the grounds for dismissal proceedings and informing him that, should he so request, a hearing to determine whether he should be removed from his faculty position will be conducted by the Hearing Committee at a specified time and place. The chief executive officer's letter should inform the faculty member of the procedural rights which will be accorded to him in the hearing. These should include an advisor of his own choosing to act as counsel; a full stenographic record of the proceedings—a transcript of which is to be made available to him; the right to question witnesses; the opportunity to be confronted by all witnesses adverse to him; and, if a witness cannot appear, the right to the name and any available statement of the witness.

If the faculty member desires a hearing, he must write to the chief executive officer of the University within thirty days of receipt of the notice of his dismissal and request said hearing.

Suspension of the faculty member from his usual duties during the proceedings involving him is justified only if his welfare or that of the institution or its students is threatened by his continuance. Any such suspension may be with pay and with appropriate provisions for useful duties whenever possible.

In deliberating, the Committee should allow oral arguments or written briefs by the chief executive officer or his representative, and by the faculty member or his representative. The Committee should make explicit findings with respect to each of the grounds of removal pre-

sented and should recommend whether there is adequate cause for dismissal. The committee's recommendation should be conveyed in writing to the chief executive officer and to the faculty member.

If the faculty member's appointment is proposed to be terminated, the chief executive officer should transmit the report of the Hearing Committee to the Board of Regents.

The proceedings of the Hearing Committee should be confined to the principals, their advisors, the witnesses called by the Committee, and such observers as the Committee may specifically invite. Except for such brief announcements as may be required, covering the time of the hearing and related matters, public statements about the case by either the faculty member or administrative officers should be avoided so far as possible until the proceedings have been completed. Announcement of a final decision should include a statement of the Hearing Committee's original action, if this has not previously been made known.

Graphically, a case might proceed as follows:

Case X (in search of adjustment)

Personal conferences with "appropriate administrative officers"; if failure to resolve ↓

Faculty Tenure Advisory Committee; if failure to resolve ↓

Chief Executive Officer to send faculty member a letter stating administrative grounds for actions and the availability of a hearing should he so request in writing within thirty days. If so requested ↓

Faculty Tenure Hearing Committee – whose recommendations will be sent to ↓

Chief Executive Officer and Faculty member. If termination recommended by Committee, proceedings reviewed by Chief Executive Officer and his recommendation sent to ↓

Governing Board for review with opportunity for argument.

V

Recruitment and Resignation of Faculty Members

Mobility of faculty members among colleges and universities is rightly recognized as desirable in American higher education.

The standards for recruitment and resignations set forth below are recommended in the belief that they are sound and should be generally followed. They are predicated on the assumption that proper provision has been made by employing institutions for timely notice to probationary faculty members and those on term appointments, with respect to their subsequent status.

1. Negotiations looking to the possible appointment for the following fall of persons who are already faculty members of the other institutions, in active service or on leave of absence and not on terminal appointment, should be begun and completed as early as possible in the academic year. It is desirable that, when feasible, the faculty member who has been approached with regard to another position inform the appropriate officers of his institution when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should always be followed by prompt notice to his institution.
2. A faculty member should not resign in order to accept other employment as of the end of the academic year, later than May 1 or thirty days after receiving notification of the terms of his continued employment the following year, whichever date occurs later. It is recognized, however, that this obligation will be in effect only if institutions generally observe the time factor set forth in the following paragraph for new offers. It is also recognized that emergencies will occur. In such an emergency the faculty member may ask the appropriate officials of his institution to waive this requirement; but he should conform to their decision.
3. To permit a faculty member to give due consideration and timely notice to his institution in the circumstances defined in paragraph one of these standards, an offer of appointment for the following fall at another institution should not be made after May 1. The offer should be a "firm" one, not subject to contingencies.

4. Institutions deprived of services of faculty members too late in the academic year to permit their replacement by securing the members of other faculties in conformity to these standards, and institutions otherwise prevented from taking timely action to recruit from other faculties should accept the necessity of making temporary arrangements or obtaining personnel from other sources, including new entrants to the academic profession.

5. Except by agreement with his institution, a faculty member should not leave or be solicited to leave his position during an academic year for which he holds an appointment.

VI

Written Contracts

Sam Houston will provide each faculty member with a statement in writing of the terms of his employment, including special conditions, responsibilities and any special prerequisites. The document will cover such items as rank, salary, tenure provisions, whether the position is full-time or part-time, and the inclusive dates of the term of service.

APPENDIX III

Policies and Procedures for Tenure Election

A. Basic Guide-lines Concerning Implementation of the Tenure Policy:

(1) It is sound institutional policy for the University to seek consistently to upgrade the academic credentials of its faculty and staff.

(2) It is desirable for all fulltime academic appointments of the University to be governed by the university tenure policies.

(3) All fulltime academic appointments invaribly are expected to work toward tenure unless stipulations made at the time of the first employment at Sam Houston State provide for a termination of services before a decision regarding tenure must be made.

(4) For purposes of tenure the significance of the appropriate terminal degree or its equivalent will be recognized to the extent that an individual will not become eligible for tenure unless he completes all requirements for his terminal degree by the time a decision concerning tenure must be made in his case.

B. Procedures for Tenure Election:

(1) Tenure must be voted or a letter of non-reappointment initiated for all non-tenured faculty completing their sixth year of university service, including a maximum of three years as a regular faculty member at other institutions of higher learning. Only in rare instances, when senior and exceptional credentials are involved, should tenure be considered for any faculty with less than three years of service at SHSU.

(2) In March or April of each academic year, each Department Director shall convene a meeting of all tenured faculty within his department. These tenured faculty shall consider the list of their non-tenured colleagues, if any, and shall, by a majority vote, recommend to the Department Director the awarding of tenure to such persons eligible for tenure. These tenured faculty shall

have available for each candidate's election resumes of academic credentials and a review of performance at Sam Houston State University.

The Department Director shall cite the results of such voting to the appropriate College Dean and add his endorsement (aye or nay).

(3) In April of each academic year the Dean of each College submits with his endorsement (aye or nay) all such recommendations to the Council of Deans for further consideration, accompanied by all pertinent communications which were considered in support of those recommendations.

(4) The Council of Deans shall, by a majority vote, with respect to faculty members eligible for tenure, submit to the President its final recommendations for the awarding or withholding of tenure.

(5) Tenure shall be awarded in writing only by the President of Sam Houston State University or by the Vice-President for Academic Affairs on the authority of the President.

C. Letters of Non-Reappointment

(1) Letters of non-reappointment are normally prepared over the signature of the Dean of the appropriate College, with concurrence from the Department Director and the Vice-President for Academic Affairs.

(2) Such letters are issued in the following instances:

(a) In the event that a faculty member fails to receive a favorable tenure election.

(b) During any year between the first and the sixth years of service when the faculty member does not demonstrate satisfactory teaching or is not making satisfactory progress toward completing his credentials—provided that the timing for the letter corresponds to the requirements of the basic policy on Academic Freedom, Responsibility, and Tenure.

(3) Those faculty members who have not completed their academic credentials are not to be considered eligible for tenure elections and are to be given letters of non-reappointment when it becomes evident that they cannot finish in the span of a probationary appointment.

APPENDIX IV

The "Rank-Step" System

Criteria for the determination of rank and step within rank for each faculty member follow. It should be noted that the normal steps for personnel holding the doctorate are Steps I-IV at the Professorial and Associate Professorial ranks and Steps I-II at the Assistant Professorial rank. It is recognized, however, that there are exceptional cases wherein personnel who by virtue of age, experience, and length of service would have little opportunity or reason for pursuing a doctoral program, who have clearly distinguished themselves professionally through major creative and/or scholarly achievements in their field, and who have won significant regional and/or national recognition for such achievements. The institution assumes the right to place such personnel at any step deemed appropriate.

FULL PROFESSORS

Step I: Top professor, distinguished scholarship, exceptional teaching at both graduate and undergraduate levels, doctorate, tenured.

Step II: Highly competent; doctorate; tenured except in unusual circumstances.

Step III: Personnel usually with two or more years in rank who have shown significant progress in their professional development; doctorate; may or may not be tenured.

Step IV: Personnel with doctorate employed at this rank for the first time, personnel in this rank just completing the doctorate, personnel with doctorate just promoted from lower rank, or personnel with longer tenure performing acceptably.

Step V: Top professor without the doctorate; long period of service; exceptional teaching at the undergraduate level; tenured; top step for personnel holding special credentials such as M.F.A., C.P.A., L.L.B., J.D., etc.

Step VI: Personnel without the doctorate in rank for excess of 2 or 3 years, highly competent in undergraduate teaching, usually tenured; secondary step for personnel holding special credentials such as M.F.A., C.P.A., L.L.B., J.D., etc.

Step VII: Personnel without doctorate, superior teaching.

Step VIII: Personnel without doctorate, acceptable teaching.

ASSOCIATE PROFESSORS

Step I: Top personnel in rank; anticipates promotion to full professor in a year or two; shows great promise in scholarship and teaching at all levels; doctorate; usually tenured.

Step II: Highly competent; doctorate; tenured except in unusual circumstances.

Step III: Personnel usually with two or more years in rank who have shown significant progress in their professional development; doctorate; may or may not be tenured.

Step IV: Personnel with doctorate just promoted to Associate Professor, personnel employed at this rank for the first time, personnel with doctorate just promoted from lower rank, or personnel with longer tenure performing acceptably.

Step V: Top associate professor without doctorate; step not recommended for any personnel that should have reasonable opportunity to complete the doctorate; exceptional teaching at the undergraduate level; tenured; top step for personnel holding special credentials such as M.F.A., C.P.A., L.L.B., J.D., etc.

Step VI: Personnel without the doctorate in rank for excess of two or three years, highly competent in undergraduate teaching, usually tenured, not recommended for personnel who have a reasonable opportunity to complete the doctorate; secondary step for personnel holding special credentials such as M.F.A., C.P.A., L.L.B., J.D., etc.

Step VII: The normal step for persons without the doctorate who are expected, in order to achieve tenure, to obtain the doctorate; and all other personnel without the doctorate whose teaching is of a "superior" quality.

Step VIII: Personnel without doctorate, acceptable teaching.

ASSISTANT PROFESSORS

Step I: Top personnel in the rank anticipating promotion to associate professor in a year or two; doctorate, shows great promise in scholarship and teaching at all levels.

Step II: Just promoted from instructor to assistant professor by virture of the doctorate, personnel with the doctorate employed at this rank for the first time, personnel in this rank just completing the doctorate; or personnel with longer tenure performing acceptably.

Step III: Top personnel in rank without the doctorate, step not recommended for any personnel that should have reasonable opportunity to complete the doctorate, exceptional teaching at the undergraduate level, usually tenured; top step for personnel holding special credentials such as M.F.A., C.P.A., L.L.B., J.D., etc.

Step IV: Personnel without the doctorate in rank for excess of two or three years, highly competent at the undergraduate level teaching, usually tenured, not recommended for persons who have a reasonable opportunity to complete the doctorate within a year or two; secondary step for personnel holding special credentials such as M.F.A., C.P.A., L.L.B., J.D., etc.

Step V: The normal step for persons without the doctorate who are expected, in order to achieve tenure, to obtain the doctorate and all other personnel without the doctorate whose performance is of a "superior" quality.

Step VI: Personnel without doctorate, acceptable teaching.

INSTRUCTORS

Step I: Long and effective service, little possibility of earning the doctorate. Normal step for personnel holding special credentials such as M.F.A., C.P.A., L.L.B., J.D., etc.

Step II: Personnel with long service, acceptable performance in the classroom, little likelihood of completing the doctorate.

Step III: Appointees with at least two years of experience, working toward completion of doctorate; promotion to this step usually anticipates completion of doctorate and normal progress toward tenure. This step may also be used for any personnel who have performed acceptably over a longer period of time.

Step IV: Young, recent appointees working toward completion of the doctorate; this step recommended for all first year appointments.